

# **MECHANIC (PUBLIC WORKS)**

FLSA Status – Non-Exempt

EEO Code – H/Service and Maintenance

Class Code – E830

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## **GENERAL DESCRIPTION OF THE DUTIES**

This position is responsible for mechanical work in the repair, overhaul, and maintenance of light and heavy automotive equipment, trucks and road construction equipment, and non-automotive equipment. The Mechanic position establishes priorities on vehicle and equipment repairs, diagnoses problems, performs repairs, and overhauls and rebuilds gas engines. This position is responsible for preventive maintenance and manages the Public Works Division stores (parts, supplies, tools, and equipment).

## **SUPERVISION RECEIVED**

This position works under the general supervision of the Public Works Superintendent and may receive direction from Division supervisors.

## **SUPERVISION EXERCISED**

Supervision is not a typical function assigned to this position. The Mechanic may provide training and orientation to newly assigned personnel on Division policies and practices. Additionally, this position may provide instruction on the operation, use, and care of vehicles and equipment.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Receives work requisitions and prioritizes repair and preventive maintenance work.
2. Diagnoses mechanical and electrical problems in light and heavy automotive equipment, heavy equipment, and non-automotive equipment.
3. Performs major tune-ups, overhauls, and rebuilds gas engines.
4. Repairs differentials, transmissions, clutches, electrical systems, drive trains, suspensions, hydraulic systems, and equipment tracks.
5. Inspects, adjusts, and rebuilds brakes, including air brake systems; rebuilds wheel cylinders and master cylinders.
6. Fabricates and modifies new parts for vehicles and equipment; operates cutting torch, arc welder, lathe, and hydraulic press.
7. Performs on-site maintenance and minor repairs of road construction equipment; lubricates, oils, changes filters, fuels, greases, and replaces parts.

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8. Orders, receives, stores, and distributes parts and supplies; purchases miscellaneous items; checks received items against packing slips and purchase orders; checks for damage and compliance with specifications; maintains inventories and related records; and enters transactions into computer.
9. Prioritizes services and repairs to be performed outside of City repair facility.
10. Follows all safety rules and procedures established for work areas.

## **OTHER JOB FUNCTIONS**

1. Maintains proficiency by attending training conferences and meetings, reading related publications, and meeting with others in area of responsibility.
2. Assists others in the Public Works Division when needed.
3. May serve on Citywide committees.
4. Maintains work areas in a clean and orderly manner.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- Thorough knowledge of the principles of gas and diesel engines;
- Thorough knowledge of vehicle and equipment servicing requirements and methods;
- Knowledge of work-related hazards and safety practices; and
- Knowledge of storekeeping methods, practices, inventory control and record keeping.

### **Skills**

- Skill in the use of tools and equipment used in engine repair and adjustment;
- Skill in the use of testing equipment including diagnostic equipment and electrical charging tester;
- Skill in the use of an arc welder, cutting torch, metal lathe, and hydraulic press; and
- Skill in operating vehicles and heavy equipment.

### **Ability**

- Ability to diagnose mechanical and electrical defects in trucks and heavy equipment;
- Ability to overhaul all major components of gas engines;
- Ability to repair brake systems, transmissions, differentials, clutches, electrical systems, drive trains, suspensions, tracks, and hydraulic systems;

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- Ability to use a computer in tracking work and managing the Public Works stores;
- Ability to communicate both orally and in writing;
- Ability to carry out oral and written instructions, and to read instruction manuals; and
- Ability to establish and maintain cooperative working relationships with the public and employees.

## **EXPERIENCE AND EDUCATION**

Any equivalent combination of experience and education is qualifying if the required knowledge, skills and abilities can be demonstrated. A typical way to qualify would include responsible experience tuning, overhauling, and rebuilding gas engines; experience diagnosing mechanical and electrical defects in vehicles and equipment; thorough training in experience in vehicle and equipment maintenance through a trade school, manufacturer's training courses; experience fabricating parts; and experience operating vehicles and equipment.

## **LICENSES AND CERTIFICATIONS**

A valid Oregon driver's license and Oregon CDL license with air brake and tank endorsement are required at time of appointment.

## **DESIRABLE EXPERIENCE, EDUCATION, AND CERTIFICATIONS**

Possession of a work zone traffic control certification, first aid/CPR card, completion of hazardous material handling training, and an Automobile Service Excellence / Emergency Vehicle Technician (ASE-EVT) are desired, but not required.

## **PHYSICAL DEMANDS**

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach; and manipulate objects, tools, or controls. The position requires mobility. Many duties are physically demanding and require the movement of materials weighing up to 90 pounds. Movement of materials weighing 24-50 pounds may consume up to 30% of the work period. Activity and types of duties performed require manual coordination and dexterity. Reasonable accommodation will be provided to otherwise qualified individuals with a disability and known limitations.

## **WORKING CONDITIONS**

The majority of work takes place inside of Public Works buildings with exposure to dirt, oil, grease, fumes, noise and chemicals. Occasionally, this position works on-site and is subject to all types of weather conditions and terrains on a year-round basis. The Mechanic is subject to emergency on-call response after normal duty hours.

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Approved By \_\_\_\_\_ Date \_\_\_\_\_  
(Department Director)

Adopted By \_\_\_\_\_ Date \_\_\_\_\_  
(City Manager)

Established: 05/01

Revised: 02/13